

ATTENDANCE AND ABSENTEEISM

Pupil attendance must be monitored closely to ensure that student achievement is maximised.

For this reason it is essential that teachers:

- Ensure that eTAP Attendance Registers are marked twice daily (8.45am & 1.20pm)
- Notify the Attendance Officer immediately should any unexplained lengthy absence be detected.
- Monitor patterns of non-attendance and inform Team Leader and then the Attendance Officer of any concerns.
- Insist on receiving an explanation of all absences. Telephone messages conveyed through the office are acceptable. Absence notice sent home to fill in & return.

Daily Absentees:

A daily whole school register of absences will be compiled by 10 am each day. Enter absentees promptly on Data Base.

Refer child to Attendance Officer after 2 days unexplained absence.

The Attendance Officer will monitor the attendance records of all pupils listed as causing concern and follow-up as necessary. This may involve:

- A phone call or text to parents or guardians, request for Principal meeting, Public Health Nurse visit, Attendance Service.

Term End: 5 days or more absence – letter from Principal

Year End: 12 days or more – letter from Principal

ELECTRONIC ATTENDANCE REGISTERS

- All rolls must be marked **within half an hour of starting school at 8.40am and 1.30pm** (not at the same time).
- ? is only a temporary symbol if you receive no explanation then the student is truant. We have 8 days to find a reason, after 8 days it will automatically change to T (Truant).
- Relievers send absentees names down to the office by 9.15am and 1.45pm (if they do not know eTap system).
- At the end of each term print off the **Term Audit Attendance Register** at the bottom left hand corner – Send to Office (Audit Purposes)
- **Withdrawal Request Forms** – Complete it urgently, print the Cumulative Achievement Record and send with the child's individual folder to the School Secretary immediately. Delete the child from your roll from their last day of attendance.